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**Personnel**

**AU FORMAL SCHOOLS**

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This instruction contains information on formal education and training provided by Air University (AU) to military personnel and civilian employees of the Air Force and Air Reserve components, other government agencies, and foreign governments. It complements information contained in the *Air Force Education and Training Course Announcements (ETCA)* located at the following URL: <https://etca.randolph.af.mil/>. The ETCA is prescribed by AFI 36-2201, *Training Development, Delivery, And Evaluation*, Volume 1, Chapter 3, Paragraph 3.3. This instruction identifies responsibilities and provides guidelines and procedures for the conduct of courses at AU. It applies to all AU schools and their subordinate organizations, with the exception of paragraph 6, which does not apply to the Air War College (AWC), Air Command and Staff College (ACSC), School of Advanced Air and Space Studies (SAASS), and Air Force Institute of Technology (AFIT). This instruction does not apply to the Community College of the Air Force.

**SUMMARY OF REVISIONS**

This revision updates office and school symbols, clarifies the responsibilities of the AU Registrar (AU/CFR) regarding student records (paragraph 5), and clarifies the policy on instructor graduate recognition (paragraph 6). For purposes of developing student academic records, the minimum course length has been increased from 30 days to 35 days (paragraph 5). A star (★) indicates changes since previous edition.

**1. Headquarters Responsibilities.**

**1.1. HQ AU/CFA:**

1.1.1. Serves as AU point of contact for all matters pertaining to Air Force education and training programs administered by AU.

1.1.2. Provides oversight on all education and training programs within AU.

1.1.3. Provides policy and guidance on course development and evaluation.

1.2. HQ AU/CFR:

1.2.1. Provides policy and guidance on adding, deleting, or modifying course size, duration, or schedule.

★1.2.2. Maintains official academic records for the following resident schools: AWC, ACSC, SAASS, SOS, ASBC, CADRE, CPD, NCOA, and AFSNCOA. OTS maintains its own student records.

★1.2.3. Maintains graduate records to include distinguished graduate designation where applicable and records of course grades for AWC and ACSC resident PME degree granting programs.

★1.2.4. Coordinates request for approval of all new courses through AU Headquarters.

1.3. HQ AU/FM:

1.3.1. Manages resources to meet Air Force educational and training needs.

1.4. HQ AU/DP:

1.4.1. Provides guidance for the Oracle Training Administration (OTA) system and manages the OTA for AU TDY courses at Maxwell-Gunter. AFIT manages the OTA for its courses with support from HQ AU/DP.

**2. School Responsibilities:**

2.1. Develops courses within established guidelines.

2.2. Identifies resources required to execute each course.

2.3. Provides additions, changes, and cancellations of courses to HQ AU/CFR.

2.4. Ensures all requests for new courses submitted to HQ AU/CFR have approval of school functional manager.

2.5. Provides any other information, as required, to ensure successful completion of education and training programs.

**3. Specific Procedures.** Specific procedures involving faculties, course development, programming, faculty boards, disenrollment, diplomas, certificates of completion and other aspects of course execution require greater detail and are contained in other Air Force, AETC, and AU instructions. Refer to the appropriate numerical index for a complete listing of applicable instructions.

**4. Scheduling of Courses.** Schools should make every effort to ensure course schedules minimize the use of resources: classrooms, instructors, lodging, monies, etc.

4.1. Graduation for courses which have greater than 100 students and last longer than 4 weeks will not occur on the same date. That is, except as indicated below, AWC, ACSC, OTS, or SOS will not hold a graduation on the same date. The exception is the allowance of simultaneous graduations for ASBC and the AF Senior NCO Academy as their combined instructional programs necessitate both courses starting and ending at the same time.

4.2. AWC and ACSC base their graduation on the following: ACSC graduates at least 10 days before the summer start date of Armed Forces Staff College; AWC graduates at least 7 days before ACSC graduation.

**★5. Records of Enrollment and Scholastic Achievement.** AU resident schools develop an academic record for each student attending an AU course of more than 35 academic days. These records should be retained for a minimum of 3 years for eliminees, for a minimum of 2 years for distinguished graduates, and for a minimum of 1 year for all other students. Degree-granting schools must maintain records until forwarded to AU/CFR in accordance with AUI 36-2318, *Air University Registrar Services/Student Records*.

5.1. These records are useful in later years for research and planning purposes. The records include a complete report of student performance commensurate with the evaluation system used in the school. The following kinds of information are suggested for inclusion in the academic records:

5.1.1. Raw scores on all achievement tests taken during the course.

5.1.2. Raw scores on pretests given at the beginning of the course, including standardized pretests.

5.1.3. Ratings, scores, or grades made on written requirements such as essays, research papers, and staff studies completed during the course.

5.1.4. Ratings or grades received on speeches or other oral reports required in the course.

5.1.5. Ratings or grades received on electives taken during the course.

5.1.6. Other information that may assist in determining the quality of the student's performance; for example, distinguished graduate status, participation in off-duty education programs.

**★5.2.** The AU Registrar (AU/CFR) maintains official academic records for the following resident schools: AWC, ACSC, SAASS, SOS, ASBC, CADRE, CPD, NCOA and AFSNCOA. AU/CFR maintains graduate records to include distinguished graduate designation where applicable and records of course grades for PME degree granting schools. OTS maintains its own student records.

**★5.3.** AFIT, OTS, and AFROTC maintain records in the appropriate format.

5.4. For international students, AU resident schools provide the student's original training report (AF Form 475, **Education/Training Record**) to CPD/IO for appropriate disposition. AFIT/IA serves as the point of contact for AFIT international students.

★5.5. Official academic records for nonresident schools are retained by AU/SC on the Curriculum Development Student Assistance and Registration System (CDSAR) for statistical and research purposes. AU/CFR has access to these records.

★5.5.1. Academic records of current Air Force Institute of Advanced Distributed Learning (AFIADL) enrollees are maintained in CDSAR.

★5.5.2. Course completions and cancellations of enrollments for nonresident courses are also maintained in CDSAR.

★5.6. The AWC directorate of associates' programs develops a permanent academic record for each student enrolled in the AWC seminar and correspondence programs. To ensure these records are useful for research and planning purposes, they include, but are not limited to, the following kinds of information:

★5.6.1. Ratings, scores, or grades made on all evaluated program requirements.

★5.6.2. Material-version, editions, overall program grade, and class ranking, if applicable.

★5.6.3. Any other information that may assist in determining the student's performance.

★5.7. The AWC directorate of associate programs transfers course completions from AWC internal database to CDSAR for use by AU/CFR.

## 6. Instructor Graduate Recognition.

★6.1. Commandants of AU schools (excluding AWC, ACSC, SAASS, and AFIT) may award credit for a course to a current instructor, provided all of the following conditions are met. Former instructors are typically not awarded credit for a course (grandfathered) without special justification. Commandants desiring to award grandfathered credit for a course to a former instructor must submit a justification package through AU/CF for approval by AU/CC.

6.1.1. **Courses of 30 or More Academic Days Duration.** The individual has been assigned to primary duty as an instructor for 2 or more years in the course for which credit is being awarded or the individual has been assigned primary duty as an instructor and the instructor training program dictates completion of all requirements in the course for which credit is being awarded.

6.1.2. **Courses of Less Than 30 Academic Days Duration.** The individual has been assigned to primary duty as an instructor for two or more course periods in the course for which credit is being awarded or the individual has been assigned to primary duty as an instructor and the instructor training program dictates the completion of all requirements in the course for which credit is being awarded.

6.1.3. The individual meets all criteria listed in AFCAT 36-2223, *Air Force Education and Training Course Announcements (ETCA)*, located at <http://hq2af.keesler.af.mil/etca.htm>), except being selected by a central board for entrance required of students normally enrolled in the course. The commandant may waive age, grade, and maximum service provisions in the entrance criteria for a course.

6.2. HQ AU/CF approves requests for waiver of the above requirements. Full justification for waiver of the provision that an individual has been assigned primary duty as an instructor must be furnished.

★6.3. After approval by the commandant of a school and by HQ AU/CF, if applicable, qualified faculty members are awarded a diploma and reported on appropriate rosters as graduated.

6.4. Faculty members awarded faculty credit do not incur an additional active duty service commitment as a result of that credit.

6.5. Adopted form: AF Form 475, **Education/Training Record**.

GLENWARD L. SPIVEY, Ed.D.  
Chief Academic Officer

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2201, *Training Development, Delivery, And Evaluation*

AFCAT 36-2223, *Air Force Education and Training Course Announcements (ETCA)*

AUI 36-2318, *Air University Registrar Services/Student Records*

***Abbreviations and Acronyms***

**ACSC** – Air Command and Staff College

**AETC** – Air Education and Training Command

**AFIADL** – Air Force Institute for Advanced Distributed Learning

**AFIT** – Air Force Institute of Technology

**AFROTC** – Air Force Reserve Officer Training Corps

**ASBC** – Air and Space Basic Course

**AU** – Air University

**AWC** – Air War College

**CADRE** – College of Aerospace Doctrine, Research and Education

**CDSAR** – Curriculum Development Student Assistance and Registration System

**CPD** – College for Professional Development

**HQ** – Headquarters

**NCOA** – Noncommissioned Officer Academy

**OTA** – Oracle Training Administration

**OTS** – Officer Training School

**PME** – Professional Military Education

**SAASS** – School of Advanced Air and Space Studies

**SNCOA** – Senior Noncommissioned Officer Adacemy

**SOS** – Squadron Officer School

**TDY** – Temporary Duty